

INDIANA BALANCE OF STATE
CONTINUUM OF CARE

IN BOS COC BOARD OF DIRECTORS
MEETING MINUTES

JUNE 22, 2017

11:00-3:00

IHCDA OFFICES – 4TH FLOOR CONFERENCE ROOM
30 S. MERIDIAN STREET

Members Present: Ray Lay; Craig Beckley; Pam Isaac; Mary Beth Wott; Donna Bolinger (Skype); Myra Wilkey; Forrest Gilmore; Sharron Liggins

Guests: Lani Vivirito, St. Joseph County

Staff: J. Robertson, L. Wood, N. Woods, D. Wright, J. Chatman, V. Walton, S. Ganser, D. Walker, J. Sullivan

Members Excused: Laura Berry, Naomi Nicastro, Rick Moore

Members Unexcused: George Guy

Welcome: Meeting was called to order with a welcome at 11:05 A.M. by President, Mary Beth Wott.

Consent Agenda: April Minutes, Executive Committee Minutes, Performance & Outcomes Committee Minutes, Resources & Funding Committee Minutes:

Motion for acceptance of Consent agenda was moved, seconded and carried. Motion By: R. Lay; Second By: C. Beckley

Strategic Plan – University of Southern Indiana: Power Point presentation (Project Team: Daniela Vidal-presenter, Steven Stump presenter, Stephanie El Tawil, Stephanie Wagner). Presentation highlights: Shaping the future through learning and innovation; Outreach and engagement; Opportunity Development [Center for Applied Research Expertise- Technical, Research, Economic Development, Business Solutions];

Project Goal: Development of a four (4) year plan to guide the Indiana BOS/COC by aligning CoC Program resources with a state strategic plan to reduce homelessness. Plan to span 2018-2021, guiding BOS/COC & IHCDA in applying for funds, aligning BOS/COC with HEARTH Act priorities and guide BOS/COC board's work plan and committee functions.

Pre-work: Preliminary Fact Gathering: (a) Gather information regarding BOS/COC, (b) Opening Doors, (c) Previous work conducted for IHCDA, (d) Data taskforce information in relationship to BOS/COC and HMIS

Process / Timeline: Pre-Consultation; Listening Sessions; Listening Sessions; Leadership Guidance; Strategic Plan Facilitation; Strategic Plan Draft & Final Report; Recommendations

Underlying Methodologies: Simplex System as the underlying innovation process; uses of creativity for problem solving with skills, tools that forges on the concept of simple, experiential, and inclusive.

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Analytical thinking in a collaborative atmosphere. Noted a structured, step-by-step process that participants find easy to follow conceptually.

Underlying Methodologies: The framework to be used the Jim Collins “From Good To Great for the Social Sector”

Process Timeline: Anticipation the process will be three (3) to four (4) months; Key stakeholders to be engaged (i.e. Regional Chairs); a doodle will be used to establish for board strategy meeting: multiple tools will be utilized for communication engagement

*Region 3 wishes to not only participate in the BOS/COC strategic plan but to also develop their own Regional strategic plan according to D. Bolinger.

Break Before Working Lunch- Mary Beth: Occurred for 20 minutes

*National Resource Center on Domestic Violence Form Distributed: An informational piece entitled “Domestic and Sexual Violence is a Leading Cause of Homelessness for Women and Children”

2017 CoC Competitive Application Update- Howard: Waiting for the notice/ still on schedule around June and to be returned by Sept. There are changes at HUD including certain aspects of the NOFA application. The IHCD staff and Howard are moving forward to evaluate regional grants....need renewal grant data from grantees...HUD changes APR with new platform...need information from last application...Howard is awaiting the official application from E SNAP from the grantee/evaluation...letter of intent to be done. Preparation occurring to stay ahead of again with ranking with preliminary score prior to final approved scoring and anticipate timeline for appeal of scores if needed.

Active pre NOFA work is occurring while waiting for NOFA drop.....BOS/COC shared with Howard the great job he is doing for this NOFA process.

Appeals Policy- Jill: Policy update reviewed with need to remove time bound language, page 2 second paragraph (need open ended date). Motion: Board Permission to allow J. Roberson to make appropriate updates. Motion: P. Isaac; Second: R. Lay

Appeals Committee: Tyler Kalachick Funds & Resource chair, Jill Robertson, and Mary Beth Wott will serve as appeals committee.

HMIS Discuss Vendor Review- Valerie: There is need for more inclusive discussion regarding the administrative side of the client track HMIS tool. There are major concerns relative to the quality of HMIS reports and the use- friendly aspect of HMIS. A survey will be distributed to the regions for sharing with their organization/agencies regarding the quality of the input or reports of HMIS/client track. Such items as the APR and end-user aspect will be part of the survey. HMIS training relative to the CE being updated into HMIS was discussed as to the regions who have received the training and those to be trained in near future by HMIS team.

Other issues on the survey includes: Required annual HMIS training, data input (who does it for the individual organizations), timeliness of data input, what keeps organization from use of the HMIS, how is the quality of the HMIS. D. Bolinger shared Region 3 members find the HMIS to be cumbersome in certain aspects. Domestic Violence agencies/organization to be surveyed. Vendor discussion to occur in

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the future, review of the vendor “Client Track” has not occurred for several years and is necessary to maintain a high-quality product, which meets the needs of the end-users.

Vendor Performance Evaluation Form was distributed for review and will be distributed via email to all regions and to be returned to Vszlton@ihcda.in.gov.

CoC Web Site-Sam/Jill: Samantha reviewed the updated and revamping of the web-site she has prepared. The content met with enthusiastic approval and includes such entities as: upcoming events: (i.e. development day, competitions, etc.); CoC Home Page: Research impact, Initiatives, Contact.

Project: Samantha also working with a Policy and Procedure Manual, which will include Governance, Housing, charters, application forms with a greater organizational structure including a table of contents

Coordinated Entry- Lori: Coordinated entry moving forward, Lori and team visiting the regions for input of progress. Laura Berry met with Lori and team on behalf of the DV regarding CE with a deeply engaged ICADV. Pam Isaac still deeply engaged in the arena of DV.

Region who will have CE/HMIS training in July includes: Regions 1A, 6, 10, 11, 13, 14 & South-Bend (2A); August training Regions 2, 5, 7, & 8 (via Nastascia, Lori, Jonathan)

Discussion ensued regarding a train the trainer Vi SPDAT during the Development Day of October 20. The outcoming was a misdirection a point of clarity to be pursued by P. Isaac.

Point-in-Time (PIT) Report- Jill: The Lieutenant General (LG) will officially announce the PIT Count on June 28, after which the information will be forwarded to the Regions for distribution by the Regional Chairs. To clarify the process to the regional chairs as to the procedural requirement, Jill will send an email to the Regional Chairs as to the rationale for the LG making the official announcement followed by their receiving the information in time for local inquiries. There will be a chairs training on the afternoon of June 28; this will hopefully eliminate the communication issue of the PIT timely report to the regions.

Regional Chairs Communication Pam Isaac: The official Regional Chairs list has been updated. Several issues to be discussed or are in need of clarity: Who and what is the Lead Agency regarding the NOFA; What is role of a Regional Chair (role responsibility rather than job description should be developed); MOU to be updated by Samantha and Pam. A conference call scheduled for Regional Chairs for Wednesday July 19 1:00 p.m.-2:00 p.m. CT / 2:00 p.m.-3:00 p.m. ET.

Regional Chairs Agenda will include but not limited to: Strategic Planning, MOU, CE.

Other issue of concern was the canceled VI SPDAT training, reason was the training contract was too expensive at \$6,000.

Review By-Laws & Board Seat for South Bend- Mary Beth: Forrest g. shared that relative to By-Laws: Page 3, 4

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Section: (Number, Term & Election) it allows for now the category of **no more than 17 members** [This allows the seating of a member from South Bend-2A].

Section: (Meetings) **All meetings are open to the public and notice of meeting date, time, and location shall be posted pursuant to statute**

Section: (Conflict of Interest): **added on an annual basis ~~upon each re-election~~**

Section: (Officers and Terms): Add **One at-large and immediate Past-President; A term can be extended for one additional year by a two-third (2/3) vote of the full IN 502 BOS/COC Board**

RECOMMENDATION per By-Laws Committee: The By-Laws as revised May 2017 was accepted/approved

South Bend now has seat on board. Laura B. Governance chair to get resume for new member prior to July board meeting.

Report of Conflict of Interest-Return Forms- Jill: All Conflict Forms are in except for a couple of individuals; Jill will re-forward to those individuals.

Announcements: NEW HOME OWNER CONGRATULATIONS: RAY LAY, Board Member

Adjourn: Mary Beth: Motion Pam I.; 2nd Sharron L.

Adjourn: 1:57 P.M.

Respectfully submitted,

S.E. Liggins, Secretary

“OUR PLEDGE”

I HAVE A PLACETO CALL MY HOME
WHEN I AM HUNGRY.....I HAVE FOOD TO EAT
I SLEEP.....IN A WARM SOFT BED
I BELIEVE IN.....A BRIGHT TOMORROW
I WILL SERVE.....WITH COMPASSION
I WILL LISTEN.....TO THE SILENCE
I AM.....A CHANGE MAKER
I GIVE.....BECAUSE I HAVE BEEN GIVEN
TOGETHER...

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TOGETHER...

WE WILL END HOMELESSNESS

LORI WOOD, AUTHOR